



---

## Advisory Board Meeting Minutes Wednesday, June 26, 2019

Members Present	Chris Clark, Brenda Clausen, Max Derrick, Ed Houston, Sandra Jones, Jenny Martin, Erich Mille, Pete Wright
Members Absent	Richard Clark
City Staff Present	Tricia Cooke, Director April Guss, Office Admin Supervisor
Guests Present	Kathy Houston, Ellie Oaks-Green, Adam Schweitzer, Leda Wright, Rod Young Heritage Senior Adults, Inc. Board of Trustees
<b>Call to Order</b>	Ed Houston called the meeting to order at 10:32 am and welcomed everyone.
<b>Minutes</b>	May 29, 2019 minutes were approved on a motion by Pete Wright and seconded by Jenny Martin
<b>Special Recognition</b>	None
<b>Citizen Comments</b>	None

### Committee Reports

- A. Health and Safety Fair Report  
The purpose of the Center sponsoring a booth is to advertise our Center. There will be a planning meeting on Friday, August 2 at 10:00. The Fair is on Monday, August 5 from 6:00-9:00 with set-up at 5:00.
- B. Don's Retirement  
The Center's Readers Theater will be performing a play which Don wrote at 12:30 on Friday, June 28 prior to Don's Retirement party. Please plan on coming and saying "good-bye." Bart Harris is joining our staff as the new Center Custodian. He will be shadowing Don during Don's last week at work.

### Unfinished Business

- A. Center Shirts  
Tricia ordered seven shirts. Suggestion was made to offer sample shirts in sizes L, XL, 1X, and 2X for participants to try on prior to ordering. Shirt sales should be announced before special events and classes.

**Unfinished Business, continued**

B. Family Concert Series

The Advisory Board members who volunteered to help sell boxes of popcorn, shirts, and spins on the raffle wheel on Family Concert nights at 6:30 are as follows: 7/8 – Brenda Clausen, Ed & Kathy Houston; 8/12 – Sandra Jones, Jenny Martin, Ed & Kathy Houston, Adam Schweitzer.

C. July 4 Master Plan Booth Volunteers

Tricia reviewed the volunteer list for the Pop-up Master Plan booth.

**New Business**                      None

**Heritage Senior Adults, Inc. Board of Trustee Comments**

Kathy Houston wanted to recognize the fabulous job that Tricia has been doing with making renovations and changes around the Center.

**Advisory Board Comments**

Ed Houston reported that he has received comments from the participants that the lunch portion sizes grow smaller during the lunch serving time with larger amounts given at the beginning and then they get progressively smaller. Director Cooke will address this concern with the Kitchen Staff.

**Director's Report by Tricia Cooke**

With the budget year ending, we have made tremendous leaps with changes around the building. Next month, we will be installing new drinking fountains; the one by the exercise room will have a water bottle filling mechanism. Bart Harris has started and is our new custodian. The Center's garden is doing very well.

The next regular board meeting will be held on **Wednesday, August 14, 2019 at 10:30 am**. There being no further business, the meeting adjourned at 11:30 am on a motion by Brenda Clausen and seconded by Max Derrick. Minutes recorded by April Guss.